

**Senior Program Associate, EEANR Fellowships
S&T Policy Fellowships, Science & Policy Programs, AAAS**

Requisition #: 1778

Successful candidate, at a senior level, will manage the operations of the Energy, Environment, Agriculture, & Natural Resources (EEANR) Fellowships, with 65+ first and second year Fellows working in 5 or more federal agencies. Duties include: Serving as the AAAS staff lead on the EEANR Fellowships; overseeing interactions and negotiations with PhD-level scientists and federal agency program officers to facilitate the selection and successful placement of new and renewal Fellows in federal agencies; developing and strengthening the programs both inside and outside the agencies; establishing and maintaining contacts in the science policy community to invite and coordinate selection committees and orientation sessions; serving as a member of the team organizing the orientation program; providing guidance to Fellows and agency mentors and supervisors during the fellowship year; troubleshooting problems; monitoring and reporting on the Fellows' activities; assessing operations and opportunities for enhancement, implementing strategies for improvement, and addressing challenges; performing other work-related duties as assigned.

Qualifications: Position requires extensive university or college-level training, leading to a Bachelor's degree in environmental science, policy, government, public affairs or a related field (master's degree preferred); minimum of 5 years related experience in program management; demonstrated skills developing, implementing, monitoring, and evaluating programs and projects; outstanding verbal, written and interpersonal skills; professional and diplomatic manner; ability to work with individuals from different disciplinary and cultural backgrounds and with stakeholders at all levels in academia, government, foundations, corporations, and/or non-profit organizations; ability to work both independently and as part of a team, and to monitor work of support staff and volunteers and/or interns; flexibility, resourcefulness, and ability to manage a variety of tasks simultaneously, set priorities for multiple projects, and meet multiple deadlines; computer skills (Microsoft Office proficiency); ability to travel is required. Previous non-profit, fellowship, or alumni relations experience, and/or an interest in science and policy are a plus.

RECRUITER: D. GRAF

To apply, please send a resume along with a cover letter including salary requirements, position title and Requisition Number. Any resumes that exclude the preceding information will not be processed. You may send your resume by e-mail to jobs@aaas.org, fax it to 202-682-1630, or mail it to:

American Association for the Advancement of Science (AAAS)
Human Resources Department
1200 New York Avenue, NW #100
Washington, DC 20005

The AAAS is an Equal Opportunity Employer and provides a nonsmoking work environment.